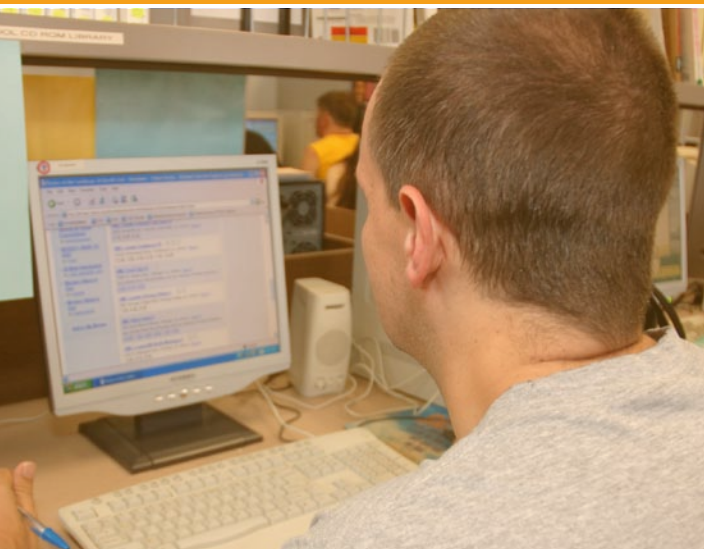




EMPLOYERS
rev up your workforce



Locations Services vary by location.

Crown Point - Express

1166 N Main St, 46307
219-661-8985

East Chicago - Express

4818 Indianapolis Blvd, 46312
219-398-2601

Gary

1776 W 37th Ave, 46408
219-981-1520
219-981-4100

Hammond

6431 Columbia Ave, 46320
219-933-8332

Knox - Express

53 W Lake St, 46534
574-772-6882

LaPorte

Sagamore Center
300 Legacy Plaza West, 46350
219-362-2175

Michigan City - Express

344 Dunes Plaza, 46350
219-872-5575

Morocco - Express

4117 S 240 West, Ste 400, 47963
800-661-2258

Portage

Ameriplex Commercial Park
1575 Adler Circle, Ste A, 46368
219-762-6592

Rensselaer - Express

116 N Van Rensselaer St, 47978
219-866-4330

Valparaiso - Express

502 Wall St, Ste 105, 4638
219-464-0293

Winamac - Express

123 N Market St, Ste 2, 46996
574-946-6300

This WIA Title 1-funded program/activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities, by calling 1-800-743-3333 (TDD).

Where **Job Seekers** and
Employers meet!



... with 12 convenient locations in
NORTHWEST INDIANA

ONE STOP FOR ALL YOUR NEEDS!

WorkOne

*a comprehensive statewide career and employment
resource for job seekers and employers*



JOB SEEKERS
get your career in gear



JOB SEEKERS

Not sure how to get your career in gear?

Whether you're exploring a career change, looking for a new job, preparing to graduate, or are currently unemployed, we'll provide you with the right tools to assist you every step of the way.

We can connect you

Our staff experts will work closely with you to understand your goals and help you find the job you're looking for—or prepare you for the job you want. WorkOne knows the job market in the community and has built relationships with many of the region's top employers.

Helpful resources to guide and assist you

WorkOne offers career counseling and training, including GED preparation, reading skills, computer skills, advanced skills for a specific job, vocational rehabilitation, and more. Our friendly staff will even help you apply for financial assistance if you want to pursue college or vocational training.

Need help developing your resume, writing a cover letter, or developing a job search plan? No problem, just ask. And, if you are a professional or skilled person in between jobs, we have a networking group that meets weekly to share ideas and leads!

Who uses WorkOne?

The answer is anyone looking for a job—from entry level to advanced professional positions. No matter what your skill level and experience, we are here for you!

The best news of all... WorkOne services are available free. Come in today and check out our fully equipped resource center, providing hundreds of job openings at your fingertips!

WorkOne is your one-stop resource for:

- Skill assessment
- Statewide job matching system
- Resume and cover letter writing assistance
- Employment library and technology tools: access to computers, fax machines, phones
- Career counseling and planning
- Training programs and workshops
- GED and basic education
- Work and family related support services and community resources

What will help you get your career in gear?

Call or stop in at any of our 12 locations and let's chat!

EMPLOYERS

You can't beat the efficiency and cost-effectiveness

Your local WorkOne delivers individualized solutions to help you build, develop, and maintain your workforce to gain a competitive edge and prosper in today's global economy. Why drain your budget with expensive advertising and out-sourced training? WorkOne services are available at little or no cost.

Providing you with Indiana's largest job-seeker database

Our professional staff provide high-visibility recruitment services, and will even pre-screen job candidates for you. Take advantage of WorkOne's free statewide job-seeker database, and high-traffic exposure for your job postings.

Tools to upgrade your employees' skills and improve your business

WorkOne's experienced specialists are at your service with tools to gauge the key abilities necessary for a specific position. Assessments, such as WorkKeys®, measure candidates' communication, problem-solving, and interpersonal skills, while job profiling allows you define to the skills required for specific positions. We will arm you with the information you need to make smart hiring and training decisions.

Options include skills upgrading to improve employee retention, short-term vocational training at area institutions, and use of our computer-based learning lab. Your business may even qualify for grants and incentives from state and federal sources. We will help identify which grant is right for your company and your training needs.

Keeping you informed

WorkOne's workforce development partner programs, employer forums, and other special events provide you with the ideal opportunity to network and tap into key trends, issues, and practices that can support your HR strategies.

During tough transitions, we're here to help

In transition? Our team is ready to provide caring, competent, and immediate outplacement services for employees in transition due to reorganization or merger. We can also assist with skills upgrading, resume workshops, job referrals, and job fairs prior to layoff. No matter what your industry, our staff is ready to assist you with customized training, on or offsite, tailored to your business needs.

WorkOne is your one-stop resource for:

- Free job postings
- Recruitment, pre-screening, and referrals of job applicants
- Resources for employee training
- Assistance for employees due to reduction in workforce
- Labor market information
- Information on training grant opportunities and tax credits
- Job applicant testing (WorkKeys® Assessment, job profiling, etc.)

Call or stop in at any of our 12 locations and tell us how we can help you rev up your workforce!